

**Program Book**

**Short Term Internship**

**AP STATE COUNCIL OF HIGHER EDUCATION**  
(A STATUTORY BODY OF GOVERNMENT OF ANDHRA PRADESH)

## Program Book for Short-Term Internship

Name of the Student: Nailco. Yamini

Name of the College: Government degree college (men) srirakeelam.

Registration Number: 2122001356032

Period of Internship: ~~and~~ From: 18/08/2023 To: 30/09/2023

Name & Address of the Intern Organization mppS police quarters (etcherla)



### Instructions to Students

Please read the detailed Guidelines on Internship hosted on the website of AP State Council of Higher Education <https://apsche.ap.gov.in>

1. It is mandatory for all the students to complete 2 months (180 hours) of short-term internship either physically or virtually.
2. Every student should identify the organization for internship in consultation with the College Principal/the authorized person nominated by the Principal.
3. Report to the intern organization as per the schedule given by the College. You must make your own arrangements of transportation to reach the organization.
4. You should maintain punctuality in attending the internship. Daily attendance is compulsory.
5. You are expected to learn about the organization, policies, procedures, and processes by interacting with the persons working in the organization and by consulting the supervisor attached to the interns.
6. While you are attending the internship, follow the rules and regulations of the intern organization.
7. While in the intern organization, always wear your College Identity Card.
8. If your College has a prescribed dress as uniform, wear the uniform daily, as you attend to your assigned duties.
9. You will be assigned with a Faculty Guide from your College. He/She will be creating a WhatsApp group with your fellow interns. Post your daily activity done and/or any difficulty you encounter during the internship.
10. Identify five or more learning objectives in consultation with your Faculty Guide. These learning objectives can address:
  - Data and Information you are expected to collect about the organization and/or industry.
  - Job Skills you are expected to acquire.
  - Development of professional competencies that lead to future career success.
11. Practice professional communication skills with team members, co-interns and your supervisor. This includes expressing thoughts and ideas effectively through oral, written, and non-verbal communication, and utilizing listening skills.



12. Be aware of the communication culture in your work environment. Follow up and communicate regularly with your supervisor to provide updates on your progress with work assignments.
13. Never be hesitant to ask questions to make sure you fully understand what you need to do your work and to contribute to the organization.
14. **Be regular in filling up your Program Book. It shall be filled up in your own handwriting. Add additional sheets wherever necessary.**
15. At the end of internship you shall be evaluated by your Supervisor of the intern organization.
16. There shall also be evaluation at the end of the internship by the Faculty Guide and the Principal.
17. Do not meddle with the instruments/equipment you work with.
18. Ensure that you do not cause any disturbance to the regular activities of the intern organization.
19. Be cordial but not too intimate with the employees of the intern organization and your fellow interns.
20. You should understand that during internship programme, you are the ambassador of your College, and your behavior during the internship programme is of utmost importance.
21. If you are involved in any discipline related issues, you will be withdrawn from the internship programme immediately and disciplinary action shall be initiated.
22. Do not forget to keep up your family pride and prestige of your College.

**An Internship Report**  
**On**  
**(Title of the Internship)**

*Submitted in accordance with the requirement for the degree of.....*

Name of the College: Government degree college (men) srikakulam

Department: Education

Name of the Faculty Guide: Dr. S. Dilliswar Rao

Duration of the Internship: From 2/08/23 To 30/07/2023

Name of the Student: Naiko - Yamini

Programme of Study B.A (T.E.P)

Year of Study: 3rd Year

Register Number: 2122001356032

Date of Submission: 02/11/2023



### Student's Declaration

I, N. Yamini, a student of Intern Program, Reg. No. 212200135602 of the Department of B.A ..... College do hereby declare that I have completed the mandatory internship from 18/08/23 to 20/09/23 in ..... (Name of the intern organization) under the Faculty Guideship of....., (Name of the Faculty Guide), Department of B.A ..... Gout. degree college, m. S. K. V. (Name of the College)

N. Yamini  
(Signature and Date)

### Endorsements

Faculty Guide

S. Dillewarao  
(Dr. Dillewarao)

Head of the Department

M. M. M.

Principal

B. K. L.

### Certificate from Intern Organization

This is to certify that Naiko - Vamini..... (Name of the intern) Reg. No. 2122 001356032 of Govt. degree college..... (Name of the College) underwent internship in M.P.P. Police Quarters (Etcherla)..... (Name of the Intern Organization) from 18/08/2023 to 30/09/2023.....

The overall performance of the intern during his/her internship is found to be ..... (Satisfactory/Not Satisfactory).

Authorized Signatory with Date and Seal

HEAD MASTER  
M.P.P. SCHOOL  
Etcherla Police Quarters  
Etcherla Mandalam

30/9/23



## ACKNOWLEDGEMENTS

This school internship report is the result of an end of a way of two months. It would not have been possible without the Participation assistance of numerous brave and courageous people along the way. Thus, I have to thank them all.

First and foremost, I would like to give special gratitude to my parents who give me every opportunity to keep my step ahead.

I am indebted to my college teachers and the Principal for their vision, encouragement and enduring contagious interest in the internship.

I extended my gratitude to my classmates and especially to our group members with whom I started shared my dark days and together we sort out academic and social problems.

Special thanks must be given to the teachers and students of Kariyada MPPS School, Sankaradham for their feedback, love and support with which I achieved skills and developments.

Last and most importantly, I would like to all those who made this report possible and become a really kind assistance.



## CHAPTER 1: EXECUTIVE SUMMARY

The internship report shall have only a one-page executive summary. It shall include five or more Learning Objectives and Outcomes achieved, a brief description of the sector of business and intern organization and summary of all the activities done by the intern during the period.

I worked in the Internship in the department of education I visited the Place in mpps p a I choose education department to know the current status of the education and difference from Past few years I spent a day with children and I learn and observed many things.

The Introduction is very friendly and very valuable. Through this internship. I got to know the there are some other decided areas which has to be improved. I interacted with the children and let them to know their problems and what they are facing through. I gave a friendly with interaction and I thought some lesson to them and I gave few suggestions to improve them which should be clear by government. There are some other decided areas which has to be improved them.



## CHAPTER 2: OVERVIEW OF THE ORGANIZATION

### Suggestive contents

- A. Introduction of the Organization
- B. Vision, Mission and Values of the Organization
- C. Policy of the Organization, in relation with the intern role
- D. Organizational Structure
- E. Roles and responsibilities of the employees in which the intern is placed.
- F. Performance of the Organization in terms of turnover, profits, market reach and market value.
- G. Future Plans of the Organization.

I worked in the education department. I worked in ~~per~~ MPPS school education department. It plays an important role in every sector. I observed many things in school that how the children are beyond lack of knowledge. My introduction with students was very friendly and more valuable. I got to know that students' performing was very poor. The students are not able to understand that the basic things. I played a teacher's role in school and shared very few things. I played a few roles in school. I am planned to develop and improve the education system with my knowledge to give the best students.



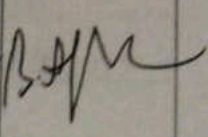
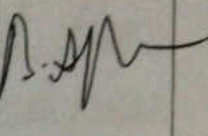
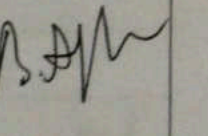
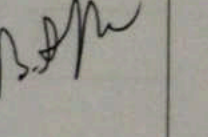
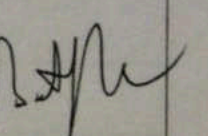
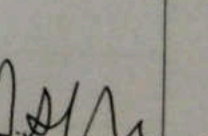
### CHAPTER 3: INTERNSHIP PART

Description of the Activities/Responsibilities in the Intern Organization during Internship, which shall include - details of working conditions, weekly work schedule, equipment used, and tasks performed. This part could end by reflecting on what kind of skills the intern acquired.

I worked in MPPB PA school in the Department of Education. I worked in the Government school and I taught lessons to the students. I used the blackboard and chalk piece and taught the basic lessons. I performed some tasks to the children so that to encourage their capability. I performed weekly tasks to the children. This part of Internship more knowledge of learned more knowledge and I learned few things to change in school which school be changed.



# ACTIVITY LOG FOR THE FIRST WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	As if I am a first day, I have conducted self-introduction for 5 <sup>th</sup> class and 4 <sup>th</sup> class students.	It was a great day as a teacher and come to know about some students.	
Day - 2	I went to third class and taught them maths in a fun and learning way.	I have been prepared and come to know about teaching in new and learning way.	
Day - 3	Again, I was sent to 4 <sup>th</sup> class and I have noticed some problems in them.	I come to know about their educational status.	
Day - 4	I went to 2 <sup>nd</sup> class and taught them everyday things in proper manner like greetings.	I come to know how to teach the children neatly.	
Day - 5	I have interacted with the 1 <sup>st</sup> class students through activities.	I come to know about their minds -ts and knowledge.	
Day - 6	I taught the 5 <sup>th</sup> class students, an English lesson and played an activity.	I observed about their knowledge on English.	



# WEEKLY REPORT

WEEK - 1 (From Dt. 18/08/23 to Dt. 25/08/23)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have conducted extra curricular curricular activities like cell Introduction, Games to interact with them to know about their state of mind and connect with them.

I have also taught them few lessons from their syllabus in understandable manner so that they have felt that they come to know about some new things. And I have observed their educational performance. Knowledge.

Totally, I learn that some students are not very well in studies and they like the teaching in fun and learning way.



# ACTIVITY LOG FOR THE SECOND WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I went to 4th class and I have observed some students who needs to be discipline.	I have know how to discipline the students as my standard.	B. J. M.
Day - 2	I went to 5th class and asked them about their goals which was well interactive.	I got to know about their life style, goals and problems.	B. J. M.
Day - 3	I have taught the 1st class students some rhymes and moral stories.	I come to know about communication and management with students.	B. J. M.
Day - 4	I taught 3rd class, a Telugu lessons and by these thorough sentences.	I have managed the students to read in their mother language.	B. J. M.
Day - 5	I have taught the 5th class about how to behave at Particular Places and situations.	I have to come to know about mentoring in Behaviour as per.	B. J. M.
Day - 6	I have conducted activities base 2nd class students on maths.	I have taught a subject in approachable manner.	B. J. M.



## WEEKLY REPORT

WEEK - 2 (From Dt. 26/08/23 to Dt. 30/08/23...)

Objective of the Activity Done:

Detailed Report:

In this entire week, I have observed about the students, their performance in studies, and their students' capability. I have discussed about how to be good and become better in academic performance.

I have conducted some new activities regarding their syllabus and created an environment in which they are very active in group activities and in class too.



# ACTIVITY LOG FOR THE THIRD WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have checked about the 5 <sup>th</sup> class students awareness on how to live in a society.	I have known so many new things that kids think about their place, home and students.	B. S. J. M.
Day - 2	I have taught 4 <sup>th</sup> class students about english basics like everyday choices.	I got to know about teaching new things to the students.	B. S. J. M.
Day - 3	I have conducted a fun activity to the 2 <sup>nd</sup> class where the students have practiced very well.	I have developed my communication and writing skills very well.	B. S. J. M.
Day - 4	I have helped the teachers and staff members in their respective works.	I come to know about the working of teachers and staff.	B. S. J. M.
Day - 5	I have taught 5 <sup>th</sup> class students about maths basics and tricks to help them further.	I have learned to teach about how to solve arithmetic problems.	B. S. J. M.
Day - 6	I have taught EVS lesson to 4 <sup>th</sup> class in a practical way.	I have learned to teach in a practical way.	B. S. J. M.



## WEEKLY REPORT

WEEK - 3 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my teaching skills from syllabus lessons to a practical approach which enhanced my communication skills very well.

And I have also interacted with the respected Government teachers, Parents about the situations, problems, environment etc--- I have situations, ~~problems~~, to teach the students so that they feel like they are in a open space.

I have also worked with teachers and staffs week which made me know things that happens behind school.



# ACTIVITY LOG FOR THE FOURTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have taught maths lessons to the 3 <sup>rd</sup> class and 4 <sup>th</sup> class.	I have developed my teaching skills the students too are good.	B. A. M.
Day - 2	I have conducted a game for exploring their talent to 5 <sup>th</sup> class	I have interacted with students and helped them in their doubts	B. A. M.
Day - 3	I have checked about every class environment, the sanitary facilities and water supply.	I have to come to know about these problems in school.	B. A. M.
Day - 4	I have interacted with students regarding their problems in school and gave some solutions.	I tried to solve students' problems at a possible level	B. A. M.
Day - 5	I have taught 1 <sup>st</sup> class students about animals and birds.	I have dealt with 1 <sup>st</sup> class students digital way	B. A. M.
Day - 6	I have taught 3 <sup>rd</sup> class about eating etiquette	I have increased my communication skills.	B. A. M.



## WEEKLY REPORT

WEEK - 4 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as Teachings, mentoring, communication, managing and Team, Participation skills when compared to the Previous three weeks.

I have also observed about the school environment, students Performance and I have also interacted with them and gave advice and get tried to solve them, in other ways.

These students also have been well performing with good rate.



# ACTIVITY LOG FOR THE FIFTH WEEK

DAY & DATE	BRIEF DESCRIPTION OF THE DAILY ACTIVITY	LEARNING OUTCOME	Person In-charge Signature
Day - 1	I have taught 4 <sup>th</sup> class about discipline followed in class room.	I have interacted with the student about disciplinary	B. A. M.
Day - 2	I have taught the 5 <sup>th</sup> class students about seminar skills.	I have tried to teach the student about seminar skills	B. A. M.
Day - 3	I have interacted with 1 <sup>st</sup> class students thorough digital way.	I have accessed the digital device in the school.	B. A. M.
Day - 4	I have taught the 2 <sup>nd</sup> class about english lessons.	The students have learned and doing good in studies.	B. A. M.
Day - 5	I have taught the 3 <sup>rd</sup> class about E.V.S lesson.	The students are doing well	B. A. M.
Day - 6	I have interacted with all students about Previous status and Present status	I have know somany things in this journey	B. A. M.



## WEEKLY REPORT

WEEK - 5 (From Dt..... to Dt.....)

Objective of the Activity Done:

Detailed Report:

In this week, I have developed my skills such as teaching skills. I have come to know that I have learnt so many things in this journey. I have developed my communication skills, managerial skills, interactive skills, Teaching skills and other skills which enhanced me very well.

I come to know how good things and also some problems which, I have tried to solve and made better out of it.

I learn about being a teacher, worker and mostly as an internal in the work place.



## CHAPTER 5: OUTCOMES DESCRIPTION

Describe the work environment you have experienced (in terms of people interactions, facilities available and maintenance, clarity of job roles, protocols, procedures, processes, discipline, time management, harmonious relationships, socialization, mutual support and teamwork, motivation, space and ventilation, etc.)

Inteen's work environment is one of the aspects of Inteen's quality addressed in this report. The people at MPPS ~~secondary~~ school were a good interactive staff we were given a desk box our work and with basic things like chalk pieces our side is to enhance the students, observe them and any other negatives, Analyse all activities by students and staffs. Our timings are from 9:00 Am to 3:30 Pm coming to evening.

The headmaster and the teachers are very polite and humble to me the students are very friendly and interactive which made me socialize with them very easily. The other inteen were also very cooperative in work we are the inteen as a team were very active and focused in the work we were also given space box our process which made our 'Internship very useful being.



Describe the real time technical skills you have acquired (in terms of the job-related skills and hands on experience)

There are some technical skills I have acquired from this Internship.

I have know about how to put my knowledge and skills into practice such as mentoring.

I learned how to communicate and build relationships with the people I worked. I learned that every department of organization has its own culture. I quickly learned that every company has its own culture. As a intern, I discovered its essential to be enthusiastic and open to learning new skills. I learned that its important to communicate with teachers, Headmaster if I have any doubts.

Asking and receiving feedback is very important. It is essential to take note of both the positive and negative points for better. I learned that some times asking for feedback or receiving feedback is difficult to hear, but it will have a significant impact on your future career and success.



Describe the managerial skills you have acquired (in terms of planning, leadership, team work, behaviour, workmanship, productive use of time, weekly improvement in competencies, goal setting, decision making, performance analysis, etc.

There are also some managerial skills I have acquired from this internship.

I learned how to effectively deal with people. Developing managerial skills is important to all professionals. As a team, we planned about scheduling with respect to time and we all acted as a leaders box every week. we upgraded our workplace culture box productive use of time.

we have kept notes box observing every one improvement weekly wise we will discuss about all have kept our goals box this journey. we also have developed our decision making skills which are very essential in further. As per the final day. we have discovered about our performance is upgraded.



**Describe how you could improve your communication skills** (in terms of improvement in oral communication, written communication, conversational abilities, confidence levels while communicating, anxiety management, understanding others, getting understood by others, extempore speech, ability to articulate the key points, closing the conversation, maintaining niceties and protocols, greeting, thanking and appreciating others, etc.,)

We have improved our communication skills in this internship at MPPS P.G. Etchozela.

As we have been interacting with each other, students we have improved our oral communications written communication as we are assigned to class rooms. At first day, we may feel tense, but now we are confident while communication as we conversating, understanding others.

We also come to getting understood by others we improved our speech skills from Prepared level to extempore level. We have developed from a student to an intern. We have also developed few teaching skills in our way which made students better.



Describe how could you could enhance your abilities in group discussions, participation in teams, contribution as a team member, leading a team/activity.

Team work is one of the most taught after skills in the work place.

We, the interns of MPPS P.O. Etcheola formed as a team to enhance and improve our work in an efficient way.

Firstly as we have no familiarity with each other gradually it took time and we have also become a supportive team.

Every week one of us will lead the team to take leadership. We have discussed with each other about work, performance.

Working as a team members and also as a leader made me known about how to work as a team member, its role in the team in my way to interact, co-operate and manage the as a unity in every activity. It gave me experience and knowledge about teamwork.



Describe the technological developments you have observed and relevant to the subject area of training (focus on digital technologies relevant to your job role)

The Government has taken a big leap in implementing technology in education system to amplify digital transformations of schools.

The ~~Police~~ Police quarters MPPS school of Etcheula uses devices in the Procedure.

The Headmaster updates the information of school through smart phone. They scan faces of the students base checking every teachers and headmaster of school take their Attendance through face scan method.

There is a smart TV which can be used for teaching practicing the Primary students more than Academic syllabus in english medium when compared to previous systems that are followed in Government school, now the present system followed in our school is very enhanced, upgraded and enriched in every standards we have also used the technological devices for our tasks relate to Internship even, when the students are leaving from school, it is also recorded and head master vision and is documented.



# **Student Self Evaluation of the Short-Term Internship**

Student Name: & Registration No: NaiKO. Yamini (2122001356032)

Term of Internship: From 12/4/23 To 20/09/2023

Date of Evaluation:

Organization Name& Address:

Name & Address of the Supervisor  
with Mobile Number:

B.P. Appaji Rao m.p.p School  
Etcheru Srilakulam

Please rate your performance in the following areas:

Rating Scale: Letter grade of CGPA calculation to be provided

1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
8) Planning and organization	1	2	3	4	5
9) Professionalism	1	2	3	4	5
10) Creativity	1	2	3	4	5
11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

N. Yamini  
Signature of the Student



### Evaluation by the Supervisor of the Intern Organisation

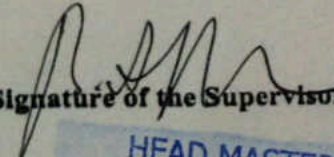
Student Name: & Registration No:	N. Yamini (212200135082)
Term of Internship:	From 18/08/2023 To 30/09/2023
Date of Evaluation:	
Organization Name & Address:	
Name & Address of the Supervisor with Mobile Number:	P. Appaji Rao m.p.p school Etcherla Srikakulam

Please rate the student's performance in the following areas:

Please note that your evaluation shall be done independent of the Student's self-evaluation

Rating Scale: 1 is lowest and 5 is highest rank

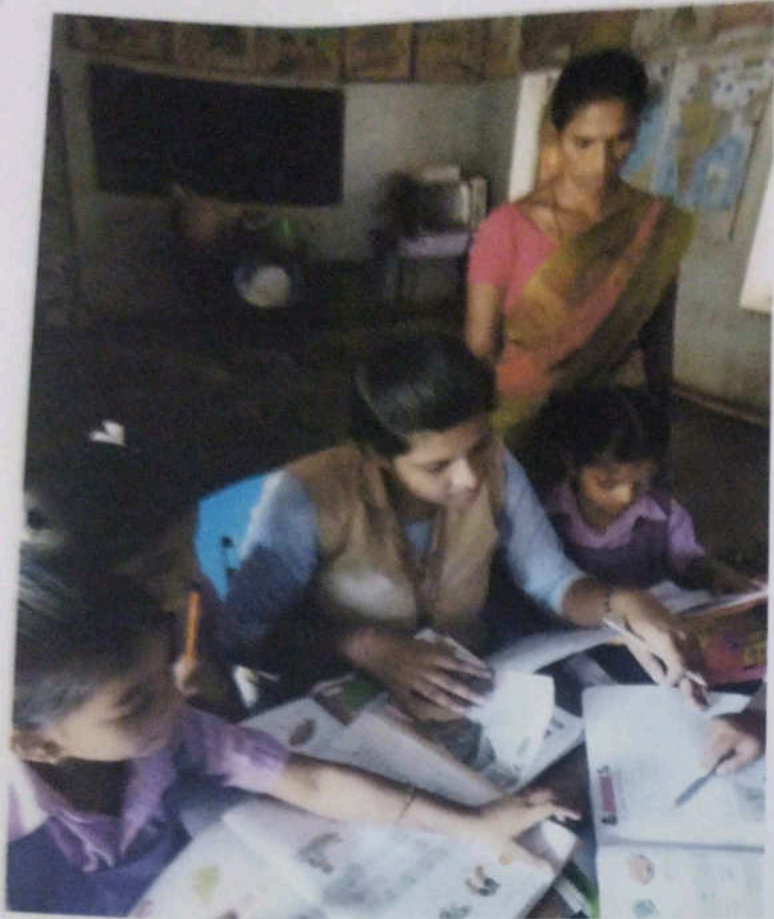
1) Oral communication	1	2	3	4	5
2) Written communication	1	2	3	4	5
3) Initiative	1	2	3	4	5
4) Interaction with staff	1	2	3	4	5
5) Attitude	1	2	3	4	5
6) Dependability	1	2	3	4	5
7) Ability to learn	1	2	3	4	5
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11) Quality of work	1	2	3	4	5
12) Productivity	1	2	3	4	5
13) Progress of learning	1	2	3	4	5
14) Adaptability to organization's culture/policies	1	2	3	4	5
15) OVERALL PERFORMANCE	1	2	3	4	5

  
 Signature of the Supervisor 30/9/23  
 HEAD MASTER  
 M.P.P.

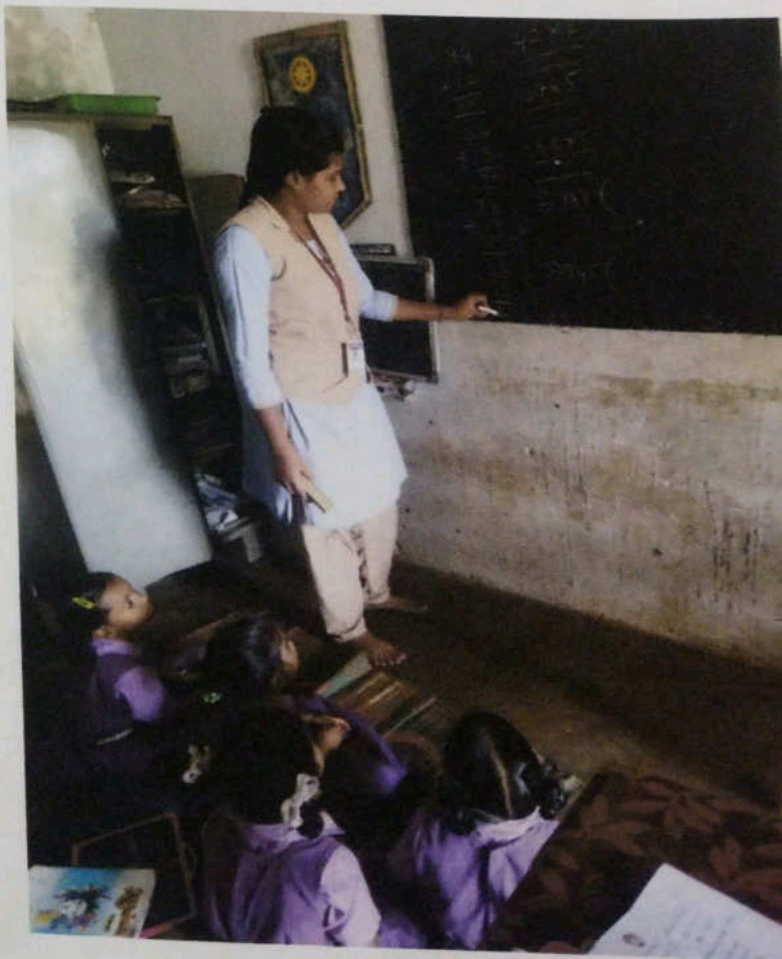
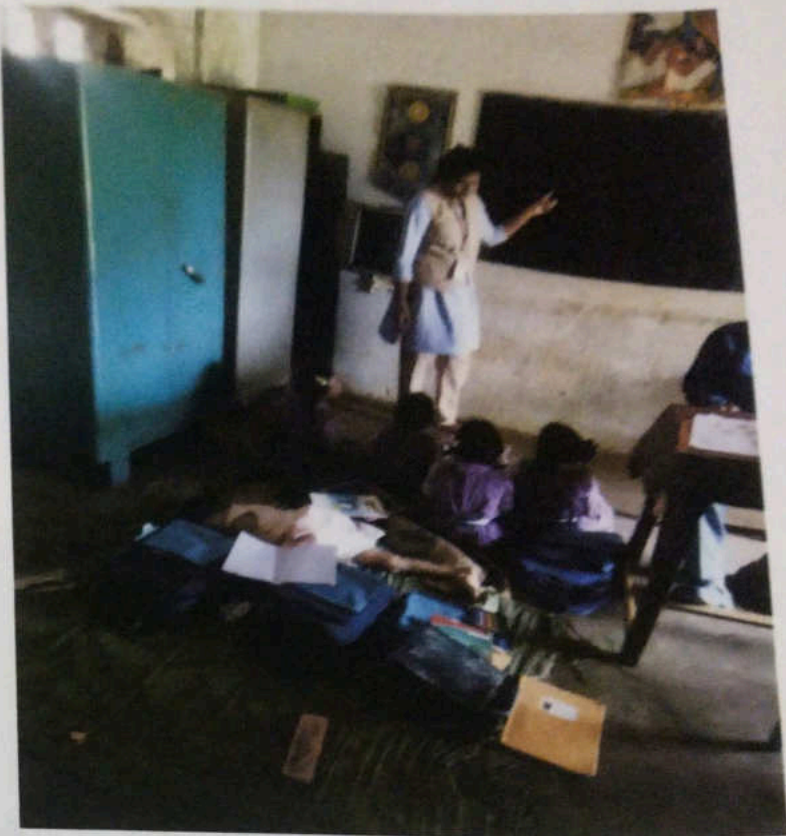


## PHOTOS & VIDEO LINKS











## EVALUATION



## Internal Evaluation for Short Term Internship (On-site/Virtual)

### Objectives:

- To integrate theory and practice.
- To learn to appreciate work and its function towards the future.
- To develop work habits and attitudes necessary for job success.
- To develop communication, interpersonal and other critical skills in the future job.
- To acquire additional skills required for the world of work.

### Assessment Model:

- There shall only be internal evaluation.
- The Faculty Guide assigned is in-charge of the learning activities of the students and for the comprehensive and continuous assessment of the students.
- The assessment is to be conducted for 100 marks.
- The number of credits assigned is 4. Later the marks shall be converted into grades and grade points to include finally in the SGPA and CGPA.
- The weightings shall be:

○ Activity Log	25 marks
○ Internship Evaluation	50marks
○ Oral Presentation	25 marks
- Activity Log is the record of the day-to-day activities. The Activity Log is assessed on an individual basis, thus allowing for individual members within groups to be assessed this way. The assessment will take into consideration the individual student's involvement in the assigned work.
- While evaluating the student's Activity Log, the following shall be considered -
  - a. The individual student's effort and commitment.
  - b. The originality and quality of the work produced by the individual student.
  - c. The student's integration and co-operation with the work assigned.
  - d. The completeness of the Activity Log.
- The Internship Evaluation shall include the following components and based on Weekly Reports and Outcomes Description
  - a. Description of the Work Environment.



- b. Real Time Technical Skills acquired
- c. Managerial Skills acquired
- d. Improvement of Communication Skills
- e. Team Dynamics
- f. Technological Developments recorded



**MARKS STATEMENT**  
**(To be used by the Examiners)**



## INTERNAL ASSESSMENT STATEMENT

Name Of the Student: NAIKO - YAMINI

Programme of Study: EDUCATIONAL DEPARTMENT

Year of Study: 3<sup>rd</sup> year

Group: B. A. (T-E-P)

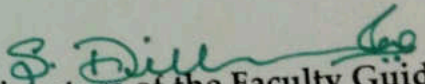
Register No/H.T. No: 2122001356032

Name of the College: GOVERNMENT DEGREE COLLEGE (MEN) SELIGARULAM

University: DR. B. R. AMBEDKAR UNIVERSITY

SL.No	Evaluation Criterion	Maximum Marks	Marks Awarded
1.	PROJECT LOG	20	18
2.	IMPLEMENTATION	30	28
3.	REPORT	25	24
4.	PRESENTATION	25	24
	GRANDTOTAL	100	94

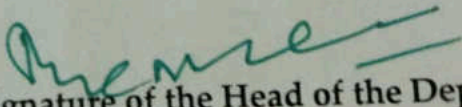
Date:

  
Signature of the Faculty Guide

Certified by

Date:

Seal:

  
Signature of the Head of the Department/Principal





**ANDHRA PRADESH  
STATE COUNCIL OF HIGHER EDUCATION**

(A Statutory Body of the Government of Andhra Pradesh)

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